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Sent: Sunday, July 9, 2017 11:48 PM

Subject: For Your Information – INFO717: 2017 Go Live Activity

Dear Department Liaisons,

FI\$Cal has onboarded the 2017 Release Departments today, July 10, 2017. Below is information for all live departments and what they need to know for this release. This is the third of three emails, with important information pertaining to cutover and Go Live activities. Please forward these informational emails to your department's end users, as appropriate. Welcome to FI\$Cal!

Functionality Going Live – Applicable to 2017 Release Departments

The following functionality is now available:

- **Procurement:** Includes processes related to vendor contracts, solicitations, requisitions, purchase orders (POs), and receipts. It also includes the procurement card (P-Card, formerly known as CAL-Card) process for purchasing.
- **Accounts Payable:** Includes processes related to suppliers, vouchers, payments, and 1099 withholding.
- **Accounts Receivable and Billing:** Provides functionality for establishing a department-specific customer file, generating invoices and AR items, entering and collecting receivables, and processing customer payments (miscellaneous receipt payments and customer receivable payments).
- **Customer Contracts, Grants Management, and Project Costing:** Includes functionality to manage and process project billing and revenue for a variety of goods and services (Customer Contracts), manage and track grant activities (Grants Management), and financially track projects, project budgets, project costs, and project capitalization (Project Costing).
- **General Ledger:** Entering and processing journals, Allocations and Fund reconciliation are the primary business processes for daily, month-end and year-end adjustments and financial reporting in the General Ledger (GL) module. This process includes the entering, validating, and budget checking of GL journals, as well as posting journals to a ledger.
- **Labor Distribution:** Provides functionality for creating accounting entries to record the state's payroll transactions.
- **Cash Management:** Provides functionality for using and managing cash, including bank account management and bank statement reconciliation.
- **Asset Management:** Includes processes related to acquiring, maintaining, stocktaking, depreciating, transferring, and retiring assets and leases.

First 60 Days – Applicable to 2017 Release Departments

Although the system functionality shown above is now available, departments are encouraged to focus the first weeks validating conversions and Chart of Accounts (COA) values, setting up operating budgets, and manual data entry. This will ensure that the system data and configuration are accurate in order for you to successfully begin transacting.

General Ledger Spreadsheet Journal Upload – Applicable to Current and 2017 Release Departments

Departments using [Job Aid FI\\$Cal.001 - General Ledger Spreadsheet Journal](#) Upload must download and use the “07/09/2017” updated files, and effective immediately, previous versions will no longer upload correctly. The template files have been updated due to the replacement of the Accrual Adjustment Ledger with the Department Adjustment Ledger.

Report of Accounts Outside the State Treasury (Report 14) – Applicable to All Departments

Departments that are required to will generate a Report 14 for any accounts outside of the Centralized Treasury System (CTS) or confirm they have no accounts outside CTS. This information must be approved by a department head or designee and is due annually on August 20. Once the Report 14 is generated, departments can print, sign, and send a paper copy with a wet signature to the State Controller’s Office as part of year-end reporting requirements. State Treasurer’s Office will not require a printed/signed copy.

FI\$Cal Service Center (FSC) – Applicable to All Departments

The FSC is here to support all FI\$Cal end users and address system issues encountered while using FI\$Cal. Before reporting a system issue, first contact your Department Super User to attempt resolution. Prior to contacting the FSC, please check to see whether the problem you are encountering has already been posted as a “known issue” <http://www.fiscal.ca.gov/access-fiscal/>. If your issue has not been reported and a resolution is not yet in progress, please report it to the FSC.

If you have any questions, please contact the Change Management Office at fiscal.cmo@fiscal.ca.gov.



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